

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 08/01/08	NUMBER 06.03.104
SUBJECT RESIDENTIAL REENTRY PROGRAMS		SUPERSEDES 06.03.104 (02/01/01)	
		AUTHORITY MCL 791.231;791.265a; Administrative Rule 791.4401; 791.4425	
		ACA STANDARDS 3-3168	
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POLICY STATEMENT:

Residential Reentry Programs provide specialized programming and services to parolees and to prisoners in Community Residential Programs (CRP) who need additional assistance in their successful transition into the community.

RELATED POLICIES:

06.05.104 Parole Process

POLICY:

GENERAL INFORMATION

- A. A parolee may be required, as a special condition of parole, to participate in and satisfactorily complete residential reentry programming provided by Field Operations Administration (FOA). The special condition of parole is enforceable in the same manner as any other condition of parole. A parolee who is found to have violated any condition of parole may have his/her parole revoked consistent with PD 06.06.100 "Parole Violation Process".
- B. The Administrator of the Office of Parole and Probation Services, FOA, or designee may require a prisoner in Community Residential Programs (CRP) to participate in and satisfactorily complete FOA residential reentry programming. Failure to satisfactorily complete the programming may result in reclassification and return to a Correctional Facilities Administration (CFA) institution.
- C. FOA provides residential reentry programming at the Tuscola Residential Reentry Program (RRP) and the Lake County RRP facilities. Both facilities provide up to 120 calendar days of 24 hour per day supervision during which time offenders are provided specialized programming and services designed to assist them in addressing barriers to success. This includes development of a plan, with offender input, for successful completion of community supervision and successful reintegration into the community. Also provided is a short-term RRP (i.e., up to 45 calendar days) for parolees in need of less intensive transitional programming. The length of an offender's stay in an RRP facility shall be determined based on criteria issued by the FOA Deputy Director or designee.
- D. Eligibility criteria for placement in an RRP facility shall be established by the FOA Deputy Director; however, prisoners and female parolees shall not be placed at the Tuscola RRP facility. Offender privileges shall be established by the RRP facility Supervisor, which shall be contingent upon the offender's adjustment.
- E. The FOA Deputy Director shall ensure a manual is created and maintained regarding the Tuscola and Lake County RRP facilities for use by the Parole Board, Tuscola and Lake County RRP facility staff, and other staff involved in placing offenders in an RRP. The manual shall include offender eligibility criteria, the specific programming and other services provided at the facility, and case management expectations.
- F. The FOA Deputy Director shall ensure that a brochure is created and maintained for offenders regarding the Tuscola and Lake County RRP. The brochure shall include programming and services

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offered and program expectations. The brochure shall be provided to offenders prior to their transfer to an RRP facility; for prisoners paroling directly from a CFA institution to an RRP facility, the brochure shall be provided to the paroling prisoner by Record Office or other designated staff upon receipt of the Parole Board Order for Parole.

- G. A program file shall be maintained for each offender in an RRP facility. The file shall include documents related to the offender's progress and adjustment. Chronological case notes shall be maintained in OMNI.
- H. Offenders are not required to pay the per diem reimbursement rate established pursuant to PD 06.02.105 "Offender Reimbursement" while in an RRP facility.
- I. RRP facilities shall be operated consistent with requirements set forth for corrections center in Department policy directives for corrections centers, unless otherwise directed by the FOA Deputy Director; however, this policy directive shall control when in direct conflict with requirements set forth in another policy directive.

PLACEMENT IN AN RRP FROM CFA INSTITUTION

- J. A prisoner who is paroled directly from a CFA institution with a special condition requiring participation in and successful completion of an RRP is required to report directly to the designated RRP facility. Transfers to the RRP facility shall be coordinated with the Administrator of the Operations Division, CFA, or designee whenever CFA transportation is available to the RRP facility. If CFA transportation is not available and the prisoner is unable to arrange his/her own transportation to the RRP facility, public transportation will be provided at Department expense to a location as close as possible to the facility, using the most economical public transportation available to that location. The Warden shall ensure that the appropriate ticket(s) are purchased for the paroling prisoner, that staff escort the prisoner to the point of embarkation, and that the prisoner's departure from that site is confirmed. In all cases, the sending CFA institution shall notify RRP facility staff of the anticipated date and time of arrival and means of transportation. The FOA Deputy Director shall ensure that a process is established for investigating and reporting the failure of a prisoner to report to the RRP facility as directed.
- K. Only personal property authorized by the FOA Deputy Director or designee and state-issued clothing is allowed to be possessed by a parolee while in an RRP facility. Prisoners paroling directly from a CFA institution to an RRP facility who are being transported either by the Department or public transportation are therefore encouraged to dispose of personal property that is not allowed prior to their release on parole. Personal property not allowed at the RRP facility which has not been disposed of by the paroling prisoner prior to parole release will be transported with the paroled prisoner but not delivered to him/her until s/he completes or is terminated from the program, unless otherwise determined by the RRP facility Supervisor. Regardless of mode of transportation, the paroled prisoner shall be transported with, or take with him/her, all of his/her state-issued clothing except for issued outerwear that is not considered suitable for the season (e.g., winter coat in summer).
- L. Funds in the paroled prisoner's institutional account, and subsequent funds received at the institution for credit to the account, shall be processed as set forth in PD 04.02.105 "Prisoner Funds" except that funds for a prisoner paroling to the Tuscola RRP facility shall be forwarded to the Thumb Correctional Facility instead of to the Tuscola RRP facility.

PLACEMENT IN AN RRP FROM COMMUNITY

- M. If an eligible parolee's conduct warrants placement in an RRP, taking into account the parolee's overall adjustment and attitude toward corrective measures, the Parole Board shall be requested to add a special condition of parole requiring participation in and satisfactory completion of an RRP, if not already imposed allowing such placement. The Administrator of the Office of Parole and Probation Services or designee may similarly order an eligible prisoner in CRP to participate in and satisfactorily complete an RRP.

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- N. Offenders required to participate in and complete an RRP may be held in a jail or, if transportation will be provided by CFA, a CFA institution pending transfer as approved by the Administrator of the Office of Parole and Probation Services or designee. Offenders held in custody pending transfer shall be transported via FOA or, if available, CFA transportation, as determined by the Administrator of the Office of Parole and Probation Services or designee; the use of CFA transportation shall be coordinated with the Administrator of the Operations Division, CFA, or designee. Parolees not held in custody may use private or public transportation to the RRP facility. The FOA Deputy Director shall ensure that a process is established for investigating and reporting the failure of a prisoner to report to the RRP facility as directed.
- O. The Administrator of the Office of Parole and Probation Services or, for parolees, the appropriate Regional Administrator shall ensure that the names of offenders referred for placement in an RRP are submitted to the appropriate RRP facility Supervisor for approval. The RRP facility Supervisor shall maintain a list of all approved offenders and schedule necessary transfers within ten business days after the date of the referral.

RRP ORIENTATION

- P. Program and facility orientation shall be provided to offenders within two business days after their arrival at an RRP facility. At a minimum, orientation shall address the following:
 - a. Facility and housing unit expectations.
 - b. Visitation requirements. At a minimum, visits shall be permitted with clergy and attorneys on official business with the offender.
 - c. Telephone use. At a minimum, offenders shall be permitted to make collect calls at hours designated by the facility Supervisor; however, arrangements shall be made as necessary for emergencies, as determined by the facility Supervisor, and to attorneys.
 - d. Commissary purchases and allowable personal property, including clothing, as determined by the FOA Deputy Director or designee. At a minimum, offenders shall be permitted to possess personal and legal correspondence, personal hygiene items, reading material, religious items necessary to the practice of the offender's religion, medically necessary items, and, if married, a wedding band/ring.
 - e. Mail privileges as set forth in PD 05.03.118 "Prisoner Mail" for offenders in a corrections center.
 - f. Restrictions on smoking and possession/use of tobacco.
 - g. Grievance process, in accordance with PD 03.02.130 "Prisoner/Parolee Grievances".
 - h. Conduct prohibited under PD 03.03.140 "Prohibited Sexual Conduct Involving Prisoners", including self-protection, how to report conduct or threats of prohibited conduct, and available treatment and counseling.
 - i. Community work projects to which the offender may be assigned.

INTAKE ASSESSMENTS

- Q. A prescreening assessment or, if needed, a full risk assessment (e.g., COMPAS) shall be completed for each offender placed in an RRP after arrival at the RRP facility unless a similar assessment was completed within the preceding 12 months and there has been no change in circumstances warranting a new assessment; an assessment is not required for an offender in the short-term RRP. As warranted by the assessment, a Transition Accountability Plan shall be developed or updated for the offender to address the identified risks and needs, including identifying required programming and family

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reunification services. Any services to be provided in the community shall be coordinated with the offender's assigned field agent and, if applicable, transition team in the county to which the offender will reside upon completion of the program.

DISCIPLINE

- R. A prisoner is subject to discipline pursuant to PD 03.03.105 "Prisoner Discipline". Non-compliant behavior of a parolee, however, shall be addressed through sanctions approved by the RRP facility Supervisor or designee. Appropriate parole violation charges shall be issued if the parolee's non-compliant behavior is deemed serious enough to require removal from the RRP facility.

TERMINATION

- S. An offender who fails to fully and actively participate in the RRP as ordered, or fails to meet program expectations, may be terminated from the RRP in accordance with assessment criteria developed by the FOA Deputy Director or designee.
- T. The Administrator of the Office of Parole and Probation Services or designee shall be responsible for authorizing the reclassification of prisoners terminated from an RRP. The Regional Administrator or designee shall be responsible for authorizing parole revocation proceedings for parolees, as applicable. The Regional Administrator or designee shall notify the appropriate RRP facility Supervisor and the appropriate Area Manager of such decisions. Transfers of offenders from an RRP facility to a CFA institution shall be coordinated with the Administrator of the Operations Division, CFA, or designee.

SUCCESSFUL PROGRAM COMPLETION

Parolees

- U. Upon successful program completion, the parolee shall be returned to active parole in the community; supervision shall be at a level that takes into consideration the initial reason for placement in an RRP, behavioral adjustment while at the RRP facility, and completed risk assessments.
- V. RRP facility staff shall notify the supervising parole office of the date of release from the RRP facility. A parolee who cannot arrange for private transportation shall be transported via FOA or, if available, CFA transportation, as determined by the Administrator of the Office of Parole and Probation Services or designee; the use of CFA transportation shall be coordinated with the Administrator of the Operations Division, CFA, or designee. Parolees not held in custody may use private or public transportation to the RRP facility.

Prisoners

- W. Upon successful program completion, prisoners shall be returned to community supervision. The RRP facility Supervisor or designee shall coordinate a transfer date with the receiving Supervisor or designee and issue a transfer order. Private transportation shall be used only when it is in the best interests of the Department and approved by both the RRP facility Supervisor and the receiving Supervisor or designees. Whenever possible, the prisoner shall be transported by FOA or, if available, CFA transportation, as determined by the Administrator of the Office of Parole and Probation Services or designee; the use of CFA transportation shall be coordinated with the Administrator of the Operations Division, CFA, or designee. Parolees not held in custody may use private or public transportation to the RRP facility.

PROCEDURES

- X. The FOA Deputy Director shall ensure that operating procedures are developed as necessary to implement requirements set forth in this policy directive; a manual may be issued in lieu of operating procedures for this purpose. Operating procedures and/or manuals shall be completed within 60

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calendar days after the effective date of this policy directive. This includes ensuring that existing procedures and manuals are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

AUDIT ELEMENTS

- Y. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist the FOA Deputy Director and the Administrator of the Office of Parole and Probation Services with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 06/30/08